# Job Opportunity Bulletin

Post Date: May 23, 2014

# JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: **Position #473-121-5142-707** 

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Melissa Woodall

All applications will be screened and only the most qualified will be interviewed.

#### **CONTACT INFORMATION**

Name: Melissa Woodall Number: (916) 322-9001

Email:

melissa.woodall@dds.ca.gov

# **Associate Personnel Analyst**

\*eligibility to the AGPA classification may be used to qualify for this APA position\*

Salary Range: \$4,400 - \$5,508 Permanent, Full-time

FINAL FILING DATE: June 6, 2014

The Department of Developmental Services (DDS) Personnel Services Section (PSS) is currently recruiting for an Associate Personnel Analyst (APA).

If you are interested and enjoy challenging assignments, we have an opportunity for you in the Personnel Services Section. Under the management direction of the Assistant Chief of the Classification and Pay Unit, the APA acts as the primary contact for designated programs within DDS. The APA is responsible for facilitating seamless personnel services among the programs and the DDS staff through the position allocation, recruitment, hiring and appointment processes. The incumbent takes initiative and independently performs the more complex analytical staff work as it relates to the personnel management functions for the Department.

The incumbent must demonstrate the ability to act independently, display open-mindedness and creativity, flexibility and tact; have the ability to work well with all levels in the organization and have excellent communication skills, both oral and written. For complete duties, please see the duty statement below.

# **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- \* Knowledge of the progressive discipline process and CalHR rules and regulations regarding discipline and terminations.
- \* Knowledge and experience with basic personal computer components (i.e. Excel, Word, etc).
- \* Ability to adapt to changes in priorities and work assignments.
- \* Ability to research, interpret and apply laws, rules, bargaining unit contracts, practices and principles related to employee conduct, performance, and dispute resolution.
- \* Ability to effectively communicate orally and in writing.

#### ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Faxed & e-mailed applications will not be accepted.

Please include the **basis of your eligibility** (list eligibles and/or lateral transfers must meet the minimum qualifications of this classification) and **position #473-121-5142-707** on your application.



## **DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

#### **DUTY STATEMENT**

DS 3022 (04/2014)

CLASSIFICATION	DIVISION/BRANCH
Associate Personnel Analyst	Administration
	Human Resources & Support Services Branch
EMPLOYEE NAME	SECTION/UNIT
	Personnel Services Section
	Classification and Pay Unit
POSITION NUMBER	EFFECTIVE DATE
473-121-5142-707	

**SUMMARY:** Under the supervision of the Assistant Chief Classification and Pay, Personnel Services Section, perform the more responsible, varied, and complex technical personnel work and advise and assist departmental staff and management.

# **EXAMPLES OF DUTIES:**

- Review and edit all Requests for Personnel Action, DS 3001, in Headquarters (HQ). Provide advice and assistance to hiring supervisors and managers on the hiring process. Review duty statements for appropriateness and compliance with State Personnel Board (SPB) Classification Specifications and Department of Personnel Administration (DPA) allocation guides as required for positions throughout the Department; provide advice to hiring managers and supervisors on appropriate allocation based on work performed. Prepare and process Classification and/or Certification Action Requests (Std. 625) when necessary. Process a variety of personnel documents and serve as personnel liaison to Developmental Center and Community Facility personnel office staff and Department management, provide advice and assistance on a variety of personnel problems (e.g., progressive discipline, hires above minimum, training and development assignments, Red Circle Rates, etc.). Prepare and compose correspondence and reports on personnel related matters and participate in oral presentation of such matters before departmental management.
- 20% Acts as the HQ Workers' Compensation (WC) Coordinator, working with HQ employees on any WC issue, work closely with State Compensation Insurance Fund to facilitate and process claims, and track HQ WC costs.
- Interpret and explain DPA and SPB laws, rules, policies, and procedures as well as bargaining unit agreements for Headquarters' management and staff. Provide expert technical resource to Personnel Specialists/Supervisors at the five developmental centers, two community facilities and HQ, which includes resolving the more complex personnel/payroll/benefit transaction issues, salary determinations, hiring and SROA procedures and processes, and certification of list eligible problems. Act as liaison between facility personnel staff and staff at DPA, SPB and other control agencies as necessary.
- 10% Proactively work with HQ managers and supervisors on employee issues providing advice on the progressive supervision process including preparing adverse actions with input from labor relations and supervisory staff as necessary.

Revised: 5/6/14

As part of the Classification and Pay team, perform special research projects on personnel related matters and develop statistical reports and charts as needed relative to budget projections, Budget Change Proposals, etc.

**SUPERVISION RECEIVED:** Reports directly to the Assistant Chief Classification and Pay, Personnel Services Section.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Physical demands may involve long periods of sitting, walking, standing and bending while working copier machine, fax machine, with paper files and/or various other office machines. Occasionally may be required to lift and carry boxes up to 20 lbs. Will be working at a personal computer or terminal 40 to 60 percent of the time.

**TYPICAL WORKING CONDITIONS:** Opened-spaced, partitioned offices in a smoke-free environment.

### PERFORMANCE REQUIREMENTS:

<u>Knowledge of:</u> How to operate a personal computer, copy and fax machines; technical aspects of personnel management; effective communication, both orally and in writing; good judgment when interacting with the public and professional staff; excellent computer skills. English at a level required for successful job performance.

<u>Ability to:</u> Maintain confidentiality and tact. Work independently and interact positively with staff at all levels and willingness to take extra steps to promote quality service. Provide excellent customer service by reporting to work on time and being available to customers and staff, during normal work hours. Operate various office machines; follow oral and written directions, evaluate situations accurately and take effective action, read and write ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.

**CERTIFICATION OR LICENSE: None.** 

Revised: 5/6/14